



Bulletin

2008- 05B

TO: Selectmen, City/Town Councils, Mayors, Accountants/ Auditors,
Assessors, Treasurers, Collectors, Finance Committees,
Finance Directors, City/Town Managers,

FROM: Robert G. Nunes, Deputy Commissioner and Director of Municipal Affairs

DATE: March 2008

SUBJECT: New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local municipal finance officials on Thursday, June 5, 2008 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the basics, this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationships.

The seminar is broken into three sessions. The day will begin with Lieutenant Governor Tim Murray and Commissioner of Revenue Navjeet Bal's opening remarks, followed by Deputy Commissioner Robert Nunes' overview of Local Services. Secretary of Administration & Finance Leslie Kirwan will wrap up the first session by speaking on the State and Local Partnership as well as Local Aid.

The second session will focus the duties and responsibilities of a municipal finance team as well as the impact of Proposition 2 ½ on a community's tax levy. The final session of the day will highlight the role of new growth and property certification on setting the tax rate; the specific procedures in setting the tax rate; and an overview of good municipal reserve policies. Participants will have the opportunity to perform a calculation of a tax levy in session two and set a tax rate in session three.

Check-in begins at 8:15 am. The seminar will begin promptly at 8:45 am and end at approximately at 3:30 pm. Advance registration is required and seating is limited; registrations must be received by May 23, 2008. If you have any questions, contact Donna Quinn, Training Coordinator, at 617-626-3838.

**NEW OFFICIALS FINANCE FORUM 2008
REGISTRATION FORM**

**HOGAN CAMPUS CENTER, THE COLLEGE OF THE HOLY CROSS
ONE COLLEGE STREET, WORCESTER MA
THURSDAY, JUNE 5, 2008 8:15 AM TO 3:30 PM**

NAME: _____
(Please print clearly)

BUSINESS ADDRESS: _____

PHONE: () _____ E-MAIL: _____

YOUR ORIGINAL ELECTION OR APPOINTMENT DATE: _____

CURRENT COMMUNITY: _____

POSITION (Please indicate with an "X")

Accountant/ Auditor _____

Assessor/ Asst. Assessor _____

Selectman/ Mayor _____

Finance Committee _____

Town Administrator _____

Treasurer/ Collector _____

Other (specify) _____

SEATING IS LIMITED - PLEASE REGISTER EARLY

The cost of the seminar is \$50 and includes a continental breakfast, luncheon and the handbook. Make checks payable to the Commonwealth of Massachusetts and mail with a completed form for each registrant to:

Training Coordinator
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

Walk-in registrations, cash and purchase orders cannot be accepted.

Please contact Donna Quinn at 617-626-3838 with any questions regarding this seminar.

REGISTRATIONS MUST BE RECEIVED BY MAY 23, 2008